

THE NICHOLSON MEMORIAL FUND (ROSEHILL TRUST)

Guidance notes for applications from groups and organisations

PLEASE READ THESE GUIDANCE NOTES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM.

PLEASE NOTE: We would be grateful if applications could be typewritten where possible. To request a Word version of the application form, please email katie.scranage@charity-link.org

What can you apply for?

The Nicholson Memorial Fund can provide grants to charities and charitable organisations that operate in Leicester, Leicestershire and Rutland.

Grants can be awarded for projects that assist children and young people who are delinquent, deprived, neglected or in need of care.

Please note that priority will be given to applications for specific projects or items, rather than contributions to general running costs.

Most grants awarded by this Fund are less than £500.

What is not eligible?

Applicants should be mindful that the trustees cannot by law (under the terms of our charity's governing document) fund groups that are not wholly charitable in their purpose. Grants can only be made to voluntary bodies that are either registered charities or are charitable in their objectives.

Due to the large number of applications the Nicholson Memorial Fund receives and its limited resources, the following restrictions on grant making have been agreed:

- (1) The trustees are not able to help with capital expenditure for building work and renovations.
- (2) The trustees are only able to help organisations which operate wholly or largely in Leicester, Leicestershire or Rutland.
- (3) Only one grant can be awarded to any group or organisation in a two year period.

How to apply

To apply for a project grant from Nicholson Memorial Fund, please send the following documents to: **The Clerk to the Trustees, Nicholson Memorial Fund, c/o Charity Link, 20A Millstone Lane, Leicester LE1 5JN** or by email to: katie.scranage@charity-link.org

- A completed application form. (The application form is attached to these guidance notes.)
- A copy of your organisation's most recent year end accounts.
- Your organisation's governing document, if you are not a registered charity.
- Any supporting documentation you would like the trustees to consider.*

* In most applications this is not required, but should you wish to include supporting documents please keep these to a minimum.

Failure to complete the application form in full or to include your accounts will inevitably delay your application.

If you require any assistance in completing the form, or if you would like a large print version, then please telephone 0116 222 2200.

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GRANT APPLICATION (GROUPS & ORGANISATIONS)

NAME OF GROUP/ORGANISATION:

ADDRESS:

CONTACT NAME:

DAYTIME TELEPHONE NUMBER:

EMAIL ADDRESS:

1. Please give a short description of what your organisation does.

2. Please describe the project or purpose for which you are applying for a grant.

3. Please list the item(s) the grant will pay for or contribute towards.

<i>Item:</i>	<i>Total cost this year:</i> £	<i>Amount requested:</i> £
Total amount of grant requested:		£

4. Please describe how these activities will benefit the people you help.

5. Please list the 3 main outcomes of your project.

6. Where do the people who will benefit from your project live? *(Please check all that apply).*

Leicester City

Leicestershire

Rutland

Other Please specify:

7. Please describe how you ensure that the services provided by your organisation are open and accessible to all eligible service users:

8. Our group is a registered charity: Yes No

Registered Charity No.:

If your group is not a registered charity, then please send a copy of your governing document with your application.

PLEASE ENCLOSE A COPY OF YOUR LATEST YEAR END ACCOUNTS WITH THIS APPLICATION ALONG WITH ANY SUPPORTING DOCUMENTS

Please complete and sign the declaration on the next page.

8. Your declaration and consent - please complete and sign this section.

NAME:

POSITION:

I declare that the information given on this form is accurate and complete at the time of submission. I understand that if I knowingly give information that is incorrect or incomplete, you may take action against me.

By submitting this application form and signing this declaration, I agree to the information on the form (and any attachments) being stored in the manual filing system and computer systems maintained by Charity Link (*see Privacy Notice below*) on behalf of Nicholson Memorial Fund, for the sole purpose of grant processing, analysis, monitoring and accounting.

I also agree that relevant details about my application will be divulged to the Board of Trustees of Nicholson Memorial Fund to enable them to make a decision about my grant application, and for audit/monitoring purposes.

I confirm that I have read and understood the Privacy Notice below.

SIGNATURE:

DATE:

Privacy Notice

Charity Link is a registered charity that helps find funding for people in need. Charity Link administers the Nicholson Memorial Fund on behalf of the Fund's Board of Trustees.

We take your privacy very seriously, and have a policy that explains why and how we will store, process and secure the information that you give to us. We can send you a copy of our Privacy Policy on request – please call 0116 222 2200 or email: info@charity-link.org

Your information will be stored and processed by Charity Link. The information within your application (and any attachments) will be shared with the Board of Trustees of Nicholson Memorial Fund in order for them to make a decision about your application.

All of your information will be treated in the strictest confidence and not shared with any other third party without your consent.